

SINGLE CORPORATE SERVICES

Finance

Job title:	FS01 - Head of Financial Services	To be completed by HR
Reporting to:	Assistant Director of Financial Services & Reporting	
Accountable to:	Assistant Director of Financial Services & Reporting	
Pay Band:	Agenda for Change Band 8c	Job Reference Number

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

To ensure we are able develop people to meet their full potential, provide resilience and personal growth, we would like to introduce the concept of rotation at Band 8c level. This will ensure individuals gain experience across all aspects of the portfolio. This would be subject to review every two years to understand the relative benefit to individuals and the service.

Job purpose

This post has prime responsibility for the provision of the full range of financial accounting operations necessary for both organisations to fulfil their statutory and non-statutory duties and obligations, including the preparation of the statutory annual accounts, audit and counter-fraud liaison, financial aspects of the Shared Business Services (SBS) and Oracle financial systems, as well as cash and capital management.

Job summary

- Deputise for the Associate Director Financial Services and Reporting as required.
- Establish robust systems, procedures, guidelines, policies and timetables for Financial Services to ensure the efficiency, integrity and effectiveness of processes and the delivery of key strategic departmental & organisational objectives.
- Responsible for a monitoring and reporting regime to provide advice and direction on all aspects of financial accounts performance.
- Leadership of the Financial Services team to ensure high quality accurate financial information and advice is provided to support managers and the Board, including statutory returns to the ICB and the Department of Health (DH).

- To lead on financial governance, maintaining effective internal control of the accounting functions, particularly those that relate to the Statement of Financial Position, control accounts, capital management, cashiers and treasury management, Charitable Funds, VAT and a key link with the Shared Business Service ensuring the correct procedure & processing of all financial transactions.
- Lead on the achievement of the organisations' statutory financial duties including management of the Capital Resource Limit, effective cash and bank account management and the Public Sector Payment Policy.
- Manage the financial interface between the service provider and both organisations in respect of accounts payable, accounts receivable and payroll (NHS Shared Business Services) and procurement function. Promote Trust performance within peer group to maintain technical proficiency across all performance KPI's.
- Responsible for cash management at both organisations. That the daily, monthly, quarterly and annual cash projections are maintained and analysed between capital and revenue balances.
- Manage the accurate & timely preparation of the annual accounts and annual report, ensuring that the Financial Accounts are True and Fair to meet statutory requirements and in accordance with ASB and UK GAAP/IFRS and agreed DH timescales to obtain an unqualified audit opinion.
- Develop and maintain the Financial Corporate Governance Framework including the preparation and maintenance of Standing Financial Instructions, providing training, advice and support to managers and staff throughout the organisation and liaising with Governance to ensure these are in accordance with the Standing Orders, Scheme of Delegation and Schedule of Matters Reserved to the Board.
- Lead and report on the technical financial aspects of the organisations' Capital Programme, Capital Asset Register and provide information and advice to the relevant Board(s), on matters as required.
- Manage the development and administration of the department's financial ledger systems, in particular Oracle, including the implementation of any new system and management of related Helpdesk support functions, including development of procedures.
- Responsible for the development and implementation of the Charitable Funds Strategy and manage the Charitable Funds on behalf of both organisations ensuring that accurate records of each fund's income, expenditure investments and commitments are maintained and reported to the Charitable Funds Trustees and that the annual audit process is completed.
- Responsible for Internal and External Audit, liaising with auditors as required to ensure that appropriate action is taken with respect to the preparation of audit plans, scoping of audits, the follow-up of audit recommendations, and that the requirements of the Annual Accounts process are met. In addition, lead on Audit matters relating to the Annual Accounts and process.
- Maintain effective and coordinated links with the Local Counter Fraud Specialist, promoting an anti-fraud culture within the organisation and the follow up of notified frauds.
- Provide support to the effective management of both organisations' Audit Committee and Finance Committee.
- Deputise for the Assistant Director of Financial Services & Reporting and Finance Director as required and within area of expertise.

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Physical Skills

- The post has minimal demand for work related physical skills.

Patient Client Care

- Corporate responsibility for the provision of a clinical, clinical technical or social care service(s).

Policy and Service Development

- The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

- The post holder will be an authorised signatory for small cash/financial payments.
- The post holder holds a delegated budget from a budget for a department/service.

Management/Leadership

- The post holder is the line manager for the Financial Services team, responsible for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment and selection, staff development and succession planning and managing all aspects of people management.

Information Resources

- The post holder is responsible for the operation of one or more information systems at department / service level where this is the major job responsibility.

Freedom to Act

- The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for prolonged concentration, or there is an occasional requirement for intense concentration.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

Person Specification

Criteria	Essential	Desirable	How criteria will
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			<i>be assessed</i>
Qualifications	<ul style="list-style-type: none"> • CCAB qualified • Significant-Post Qualification Experience • Evidence of active continuing professional development 	<ul style="list-style-type: none"> • Recognised Leadership Development programmes • MBA or similar post-graduate qualification. 	Application
Experience	<ul style="list-style-type: none"> • Has experience of effective partnership working with other organisations at a senior level. • Experience at a senior level within a financial accounting environment. • Can demonstrate evidence of setting and achieving ambitious targets and of implementing innovative solutions designed to improve services within tight financial constraints. • 	<ul style="list-style-type: none"> • Has experience in managing within complex health service environment at a senior management level. • 	Application
Knowledge	<ul style="list-style-type: none"> • Can lead, motivate and inspire others, and allow others to lead if appropriate. • Is immediately credible to internal and external stakeholders. • Has excellent verbal and written communication skills. • Can employ a range of influencing and negotiation strategies. • Is politically astute. • Encourages innovative thinking in others. • Can work collaboratively and effectively with colleagues. • Demonstrates confidence and self-belief when under pressure. • Is acutely self-aware, which includes awareness of impact on others. 	<ul style="list-style-type: none"> • 	Application

	<ul style="list-style-type: none"> • Is tenacious and resilient in the face of difficulty. • Has personal integrity. • Demonstrates ability to self-manage workload and complexity to operate effectively. 		
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare Assistant infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all times; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults' policies and procedures.
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date.
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.